



**STATE BOARD OF EXAMINERS FOR
SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY**

Mailing address - documentation only
1100 West 49th Street
Austin, Texas 78756-3183
Phone: (512) 834-6627
Fax: (512) 834-6677
E-mail: speech@tdh.state.tx.us

Physical Address
Mail not delivered to this address
8407 Wall Street, S-420
Austin, Texas 78754

Mailing address - documentation
accompanied by a fee (include budget
and fund numbers)
P.O. Box 12197
Capitol Station
Austin, Texas 78711-2197

RE: INTERN LICENSE - APPLICATION PROCESS

Individuals who possess a minimum of a masters degree with a major in communicative sciences or disorders from a program accredited by the American Speech-Language-Hearing Association must be licensed by the State Board of Examiners for Speech-Language Pathology and Audiology in order to pursue the supervised professional experience or internship in Texas. If the masters degree has not been officially conferred, the applicant must submit transcripts showing course work completed and an original letter signed by the program director stating the applicant met all requirements for the masters degree, including dissertation, thesis or comprehensive examination, and give the date the degree will be officially conferred. **An individual who does not meet this requirement, shall not be licensed as an intern. (NOTE: All grades must be final.)**

It is a **criminal offense** to practice speech-language pathology or audiology without a valid license punishable by law if convicted. Section 401.503, Texas Occupations Code, relates to a Criminal Offense.

Interns must meet requirements defined in Board Rules at 22 T.A.C., Chapter 741. Refer to '741.62, relating to Requirements for an Intern in Speech-Language Pathology License or '741.82, relating to Requirements for an Intern in Audiology License. The intern may not begin the internship until the Board office has issued the intern a license. The Internship Procedures sheet provides additional information to interns and supervisors that must be followed once the intern license has been issued. If the intern and/or supervisor do not follow the procedures, he or she shall be subject to disciplinary action. In addition, the intern shall be required to repeat the internship.

The intern in audiology may also register to fit and dispense hearing instruments but only under supervision. The intern must submit the registration form and fee and, if acceptable, the registration will be issued.

The intern may pursue the American Speech-Language-Hearing Association Clinical Fellowship Year (ASHA CFY) simultaneously; **HOWEVER, APPROVAL FROM ASHA TO BEGIN THE CFY IS NOT A LICENSE TO PRACTICE.** The Board may deny a license, impose probationary conditions or other actions as deemed appropriate to an individual who begins the ASHA CFY prior to receiving an intern license.

* * * **OVER PLEASE** * * *

SUBMIT THE FOLLOWING REQUIRED DOCUMENTATION/FORMS/FEEES TO OBTAIN THE INTERN LICENSE: (The intern license is issued for a one-year period.)

- (1) application/initial license fee of \$75.00;
- (2) **original** completed, signed and notarized Application Form;
- (3) **original** or certified copy of transcript(s) showing baccalaureate and masters degrees conferred (If the masters degree has not been officially conferred, submit an **original** transcript showing course work completed AND an **original** letter on official university letterhead stating you satisfactorily **completed** all academic course work, clinical practicum requirements and completed a thesis or passed a comprehensive examination, if required, and you are awaiting the date of next graduation for the degree to be conferred. The letter must give the date the degree will be conferred and *must be signed by the program director or designee*) **NOTE: all grades must be final before preparing the letter;**
- (4) **original** Intern Plan and Agreement of Supervision Form completed by the applicant and each supervisor; and
- (5) **original** Course Work and Clinical Experience Form completed by the program director or designee of the university/college attended.

FEES ARE NONREFUNDABLE. The **application/initial license fee** must be mailed with the application. **DO NOT SEND CASH.** **APPLICATION MATERIALS RECEIVED WITHOUT THE APPLICATION FEE WILL NOT BE PROCESSED.** Make check payable to TDH/Speech-Audiology Licensing Program. Mail your forms, documentation, and fee to the Comptroller of Public Accounts-Treasury Operation at the following address:

**STATE BOARD OF EXAMINERS FOR
SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY
TEXAS DEPARTMENT OF HEALTH
P.O. BOX 12197
CAPITOL STATION
AUSTIN, TEXAS 78711-2197**

*****NOTE: Never send fees to 1100 W 49th Street address*****

The application goes first to the Comptroller, who deposits your check. After the check is deposited, your application is forwarded to our Board's office. After your application and all required documents are received by the board office, the processing of an application takes approximately fifteen (15) business days. If any documents are missing, we will be unable to begin processing your application. Be sure to let your employer know that you will be unable to practice for 15 business days while you are waiting for your license to be processed. Do not send your application and check directly to the board's office. This will delay the processing of your application. To expedite, send to the Comptroller at the above post office box.

Once the 36 weeks of full-time experience have been completed, the intern must submit a new application, application fee, and required documentation to apply for full licensure under §741.61 or §741.81 of Board rules. If the intern has not passed the examination, the intern may meet the requirements of ' 741.66 or §741.86. During this process of applying for another type of license or registration, the intern must remain under supervision. Please understand that holding the ASHA CCC is NOT a license to practice.